

Position Code: 2018-01
Position Title: Mortgage Loan Processor / Assistant
Location: Uwharrie Bank Mortgage (Charlotte
PT/FT: Office) Full-time

This is a unique opportunity to work on our growing and successful mortgage team based in our new Charlotte office on Providence Road near uptown! We have a solid reputation for closing loans on time, every time, and our volume is increasing every month!! We work together as a team in a family atmosphere with the support of Uwharrie Bank. This position is ideal for anyone with at least two years mortgage "generalist" experience, specifically in processing and providing support to mortgage lenders. The ideal candidate must possess a positive, "can-do" attitude, is organized and detail-oriented, have a vast knowledge of various mortgage products and is enthusiastic about supporting the team. You will play an important part in providing the best customer service in town.

Responsibilities include processing conventional, FHA, VA, USDA and jumbo residential mortgage loans.

- A two year or four-year degree in a business related field or equivalent experience is preferred, but not required.
- A working knowledge of FNMA/FHLMC/FHA/VA/USDA and other government lending regulations, conventional loan requirements is important.
- You must be proficient with Encompass and other mortgage-related software applications.
- A minimum of two years experience in mortgage processing is required along with strong customer relationship skills.
- You must have a strong sense of urgency, be organized, be able to multi-task and prioritize, must be customer friendly and possess excellent communication skills, and the ability to handle confidential and sensitive information.
- This position has no loan approval or credit authority

ADA Requirements: Vision, hearing, speech, concentration, learning, thinking, interaction with others, the ability to work under stressful conditions and juggle multiple priorities.

Uwharrie Bank is an Equal Opportunity Employer and makes recruitment, employment, promotional and all other human resources decisions without regard to race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, veteran status or genetic information.

"The Federal Age Discrimination Employment Act prohibits discrimination with respect to individuals over 40 years of age."

This organization participates in the Department of Homeland Security's
E-Verify EMPLOYMENT VERIFICATION PROGRAM